

# **PUBLIC SERVICE COMMISSION OF SOUTH CAROLINA VACANCY ANNOUNCEMENT**

*Non-Merit Agency*

**POSITION:** Administrative Coordinator I **CLASS CODE/SLOT:** AH10/0002

**INTERNAL TITLE:** Court Reporter

**POSITION NO:** 048308

**BAND:** 05

**SALARY RANGE:** \$29,102-\$53,846

**HIRING RANGE:** \$29,102-\$53,846

**STATUS:** Permanent/Full-time

**OFFICE HOURS:** 8:15-4:45 M-F

**LOCATION:** Columbia, SC

**DEPARTMENT:** Docketing

**OPEN:** February 1, 2007

**CLOSE:** February 22, 2007

**DESCRIPTION OF POSITION:** Under the supervision of the Deputy Clerk, records verbatim testimony at Commission hearings and agenda meetings for Commission and public use; prepares transcripts of testimony and proceedings; prints and distributes transcripts as required; files transcripts and exhibits; and maintains hearing and meeting files and tapes. Researches Commission hearing/meeting files as requested. Sets up Hearing/Meeting Room; assembles and distributes documents for hearings and meetings. Performs other clerical duties as requested by the Deputy Clerk or the Chief Clerk.

**MINIMUM TRAINING AND EXPERIENCE:** A high school diploma, a certificate in court reporting, a minimum of three years of real-time court reporting experience, and a minimum realtime writing speed of 225 wpm. Competent in the use of realtime writing equipment, experience in Microsoft Office Suite software programs, Adobe PhotoShop or similar software, in addition to standard office equipment.

**ADDITIONAL REQUIREMENTS:** An excellent command of the English language, strong typing and keyboarding skills, excellent listening skills, and a general knowledge of computers. Because this job requires an ability to sit still and concentrate for extended periods of time, persons must also be detailed and analytical. Must meet stringent deadlines and work independently.

Must have knowledge of court operations including relevant laws, regulations, rules, policies and procedures; legal terminology and procedures and documents used in court cases; problem solving techniques; principles and practices of interpersonal and customer service relations; principles and practices of court reporting and legal record keeping; proper English usage, spelling, grammar, and punctuation.

**APPLICATION PROCESS:** Submit State Government Application for Employment to Carolyn C. Nelson, P. O. Drawer 11649, Columbia, SC 29211 or call 896-5102.

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